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Job details

Job 1 of 1

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All applicants for this job announcement are required to complete and attach the Supplemental Application Information Form to their standard employment application.

Bulletin Number 50575BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** INFORMATION TECHNOLOGY MANAGER I**Exam Number** 22565E**Filing Type** Standard**Filing Start Date** 02/26/2015**Filing End Date** 03/11/2015**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 8026.88**Salary Maximum** 12149.34

Position/Program Information Under direction, plans, organizes and directs the activities of a major information systems section or a small division providing services to support achievement of departmental and County mission and objectives. May function as a departmental CIO (Chief Information Officer) in a small County department. Positions allocable to this class are allocated to a departmental centralized IT organization and are responsible for managing the staff and resources of a small division or large section that provide information technology services for business users. Information Technology Managers are classifications requiring a high degree of professional information technology knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting and personnel management. This classification differs from Principal level IT positions and IT supervisors in that they report directly to a higher level IT manager or the departmental CIO and have a high degree of responsibility for budget control and review. Incumbents in this series are distinguished from Information Technology Specialists in that their work focus is on effective management and integration of customer, staff and project relationships and results.

Essential Job Functions

Oversees, manages, and maintains file transfer (EFT) and MPKI B2B digital certificate solutions. Oversees, manages, and maintains Microsoft BizTalk 2010 Data Integration solution. Provides technical assistance to DMH business partners exchanging data with LAC DMH. Monitors performance and compliance to standard level agreements. Creates and adopts standard processes to exchange data between DMH's internal systems, between DMH and other County departments/agencies, and between DMH and DMH business partners external to County. Enforces and adheres to

emerging and changing Federal, State and Local data requirements and standards. Manages the design, development and deployment of innovative methods of Extract Transform and Load (ETL) services. Ensures quality of data within the boundaries of DMH. Work closely with other work units to manage data issue remediation. Ensures security of data while within the boundaries of DMH and while released to third parties. Oversees data acquisition efforts including data retrieval, logging and processing as appropriate. Delivers projects, coordinates, and works closely with DMH Chief Information Office Bureau Divisions to assure appropriate data integration requirements are established with multi-disciplinary teams. Provides day-to-day management and supervision of the Integration Section including planning, budgeting, staffing, training, work product and performance evaluation. Creates and adopts Data Integration unit's own best practices based on industry standards. Confers and collaborates with DMH application users, contract providers, other County departments, and application vendors to identify and select Data Integration solutions.

Requirements

Selection Requirements:

One (1) year of experience at the level of Los Angeles County class of Information Technology Supervisor*, Principal Information Systems Analyst**, Principal Application Developer***, Principal Operating Systems Analyst****, Principal Network Systems Administrator*****, or Information Systems Supervisor II*****.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Experience writing and maintaining Microsoft 2010 BizTalk Integration engine interfaces.
- Experience using Symantec's Managed Public Key Infrastructure (MPKI) solution to manage business-critical applications over the Internet.
- Experience managing and maintaining GlobalScape's Enhanced File Transfer (EFT) for the secure transfer of data between DMH and its Trading Partners.

**Special
Requirement
Information**

*Experience at the level of Information Technology Supervisor in the County of Los Angeles is defined as supervises the activities of an Information Technology section within a departmental centralized information technology organization responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.

**Experience at the level of Principal Information Systems Analyst in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and

application development.

***Experience at the level of Principal Application Developer in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems.

****Experience at the level of Principal Operating Systems Analyst in the County of Los Angeles is defined as provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high availability environment.

*****Experience at the level of Principal Network Systems Administrator in the County of Los Angeles is defined as performs a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.

*****Experience at the level of Information Systems Supervisor II in the County of Los Angeles is defined as supervises, through subordinate supervisors, a large staff of Information Systems Analysts engaged in the analysis, design, and implementation of manual and electronic information and work processing systems in a County department.

**Examination
Content**

This examination will consist of an evaluation of experience based upon application, desirable qualifications, and Supplemental Questionnaire weighted 50% and an Appraisal of Promotability weighted 50%. The Rating from Record will evaluate experience based on application information. The Appraisal of Promotability is designed to measure technical knowledge and skills, management and administrative ability, verbal and written communication, adaptability and dependable, interpersonal and public relations, and leadership skills.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

**Special
Information**

Past and present mental health clients and their family members are encouraged to apply.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill a vacancy in the Department of Mental Health, Chief Information Office Bureau.

**Eligibility
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation on the eligible list.

Available Shift

Any

**Job Opportunity
Information**

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break

in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Out-of-class experience will not be accepted for this exam.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and
Filing
Information**

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which reads, Apply to Job.

Clear and legible copies of the required documents (e.g. Supplemental Questionnaire, Resume, etc.) must be uploaded as attachments during application submission or sent by email to cyeung@dmh.lacounty.gov within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated. All information is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

**View details regarding Employment
Eligibility Information, Social Security
Act of 2004, Records of Convictions,**

Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

| | |
|---------------------------------|-------------------------|
| Department Contact Name | Celia Yeung |
| Department Contact Phone | 213-972-7038 |
| Department Contact Email | cyeung@dmh.lacounty.com |
| ADA Coordinator Phone | 213-972-7034 |
| Teletype Phone | 800-735-2922 |

**California Relay
Services Phone** 800-735-2922

Job Field Information Technology

Job Type Professional

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